

Immigration Programs 2015 Call for Proposals

Application Guide

**Ministry of Citizenship, Immigration and International
Trade**

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Introduction

The Ministry of Citizenship, Immigration and International Trade (the “Ministry” or “MCIIT”) is issuing this Call for Proposals (CFP) for the purpose of inviting eligible organizations (“Applicants”) to submit proposals that support the Ministry in achieving the objectives of Ontario’s Immigration Strategy.

The CFP invites applicants to submit proposals to improve the social and economic integration of newcomers to Ontario under four major programs:

- Newcomer Settlement Program,
- Municipal Immigration Program,
- Adult Non-Credit Language Training Program, and
- Ontario Bridge Training Program.

Appendices A-D of this Application Guide provide detailed information on the objectives and activities of each program.

Through these programs, the Ministry works with many organizations to meet the changing needs of Ontario’s newcomers and to maximize the benefits of immigration for newcomers and Ontario.

These programs are a key tool in supporting the implementation of Ontario’s Immigration Strategy, which sets a new direction for how the Ministry selects, welcomes and assists immigrants to Ontario.

The Strategy has three key objectives:

- Attracting a skilled workforce and growing a stronger economy;
- Helping newcomers and their families achieve success; and
- Leveraging the global connections of our diverse communities to increase our prosperity.

For more information about the Immigration Strategy, see

http://www.citizenship.gov.on.ca/english/keyinitiatives/imm_str/strategy/index.shtml

Call for Proposals

Purpose of the Application Guide

Interested organizations (applicants) are asked to read this Application Guide carefully, and are invited to submit an Application in accordance with these instructions.

The purpose of this Application Guide is to provide interested parties with background information on the four programs, eligibility requirements for proposals, submission instructions and evaluation criteria.

Submission Deadline

Applications must be submitted electronically through the Grants Ontario system by no later than 4:00 pm on **Thursday, October 1, 2015**. Applications received after the deadline will not be processed.

Development and Submission of Proposals

Interested Applicants are invited to submit questions to the Ministry about the Call for Proposals (CFP). A questions and answers package can be accessed on the Grants Ontario portal page and, will be updated regularly. Applicants must direct questions to MCIITCFP@ontario.ca.

MCIIT will not respond to questions **received after Tuesday, September 15, 2015**.

MCIIT staff will not assist Applicants with submission development and cannot comment on individual proposal ideas.

For Grants Ontario technical support, please contact the **Grants Ontario Service Team via Phone: 1-855-216-3090 or 416-325-6691 or by e-mail: GrantsOntarioCS@Ontario.ca**.

To ensure the proper assessment of your proposal your application must be fully completed with all mandatory documents attached. Incomplete applications will not be reviewed.

MCIIT is under no obligation to fund any proposal submitted through this CFP or to fund the entire duration or scope of a proposed project. There is no appeal process to contest an MCIIT funding decision; however, the Ministry will provide Applicants with an opportunity to request feedback on proposals not selected for funding.

The application and any accompanying documentation submitted by an Applicant shall become the property of the Ministry and will not be returned to the Applicant.

Eligible Organizations

Organizations eligible to apply to this CFP include broader public sector organizations based in Ontario such as municipal governments, publicly-funded postsecondary institutions and school boards, and not-for-profit organizations that meet the following criteria:

- Have been incorporated for at least two (2) years;
- Have an elected governing Board of Directors;
- Have bylaws that outline procedures for reporting and accounting to their membership or the public for the organization's operations and performance;
- Satisfy the Ministry that it has adequate governance structures and accountability processes to properly administer and manage public funds and to carry out the project consistent with the terms of the Transfer Payment Grant Agreement; and
- Satisfy the Ministry that it has relevant, accurate, and timely financial reporting and audited financial statements.

***Individual programs may have additional organization eligibility criteria.
Please see Appendices A-D for more information***

Funding Period

The Ministry may award funding for up to three years. Applicants should consult **Appendices A-D** to review the funding period and project start dates for individual programs. Some projects may start in **late Fall 2015**.

***Individual programs may have specific project start and end dates.
Please see Appendices A-D for more information***

Funding Opportunities

The Ministry funds programs and services that support the social and economic integration of newcomers through the delivery of community-based settlement supports, language training and labour market integration programs and services, as well as programs to improve service delivery and client outcomes, test new ideas and identify best practices.

The Ministry encourages a variety of proposal submissions, including proposals that address the needs of diverse populations. The Ministry also encourages proposals that coordinate pre- and post-arrival needs and services in Ontario.

Please refer to **Appendices A-D** for a detailed description of funding opportunities under this Call for Proposals, including program objectives, eligible activities, organization and client eligibility criteria and application requirements specific to each program.

Applications will be accepted under the four following programs (called ‘Target Sectors’ in Grants Ontario). Each program is divided into project priorities:

Program	Project Priorities
Newcomer Settlement Program	Settlement and Integration Services <ol style="list-style-type: none">1. Core Settlement and Integration Services2. Targeted and Innovative Settlement and Integration Services3. Newcomer Youth Settlement and Integration Services
	Sector Development <ol style="list-style-type: none">1. Capacity Building2. Prevention of Sexual Violence and Harassment
Municipal Immigration Program	<ol style="list-style-type: none">1. Municipal Immigration Information Online (MIIO)2. Municipal Fund – Innovative Immigration Initiatives
Adult Non-Credit Language Training Program	<ol style="list-style-type: none">1. Online (e-Learning) Language Training2. Program Delivery Enhancements
Ontario Bridge Training Program	<ol style="list-style-type: none">1. Employer Engagement2. Development/adaptation of a standard, customizable, workplace culture and communication curriculum3. Investigation of career pathways/transferrable skills for related careers for internationally trained immigrants

Newcomer Settlement Program

The Newcomer Settlement Program (NSP) fosters the seamless transition of newcomers to Ontario through the provision of community-based settlement and integration supports.

The program supports delivery of a comprehensive suite of services to meet the diverse needs of newcomers. The NSP provides funding for direct delivery of settlement and integration services, including services tailored to the needs of vulnerable newcomer groups, and initiatives that build sector capacity and promote service innovation.

Eligible organizations may apply for funding to deliver services under one or more of the following:

1. Settlement and Integration Services
2. Sector Development

See Appendix A for additional information on the Newcomer Settlement Program.

Municipal Immigration Program

The Ministry works with Ontario's municipal governments to provide newcomers with pre- and post-arrival information on where and how best to settle in Ontario, as well as on how to prepare to move to a particular municipality.

Ontario municipalities may apply for funding under the following project priorities:

1. Municipal Immigration Information Online (MIIO)
2. Municipal Fund – Innovative Immigration Initiatives

See Appendix B for additional information on the Municipal Immigration Program.

Adult Non-Credit Language Training Program

The Adult Non-Credit Language Training Program supports the provision of English and French as a Second Language (ESL/FSL) to help newcomers acquire official language skills for successful social and economic integration.

To complement and continuously improve language training services delivered through Ontario's Public and Catholic District School Boards, the Ministry is seeking proposals to develop new tools and resources to enhance the delivery of ESL/FSL.

Eligible organizations may apply for funding to deliver services under one or more of the following project priorities:

1. Online (e-Learning) Language Training
2. Program Delivery Enhancements

The Adult Non-Credit Language Training Program (ESL/FSL) course delivery and assessment and referral services through the Coordinated Language Assessment and Referral System (CLARS) are not included in this CFP.

See Appendix C for additional information on the Language Training Program.

Ontario Bridge Training Program

The Ontario Bridge Training Program supports the transition of skilled immigrants into Ontario's labour market at a level commensurate with their skills and experience.

To complement the delivery of Bridge Training Projects and continue to improve the foreign qualification recognition of internationally-trained immigrants, the Ministry is seeking systemic change project proposals that address one of the following project priorities:

1. Employer Engagement
2. Development/adaptation of a standard, customizable, workplace culture and communication curriculum
3. Investigation of Career Pathways/Transferrable Skills for related careers for internationally trained immigrants

See Appendix D for additional information on the Ontario Bridge Training Program.

Eligible and Ineligible Expenses

MCIIT funding is intended for costs directly related to project delivery and evaluation. The chart below provides general guidance only on eligible and ineligible costs: it is not a substitute for the terms of the Transfer Payment Agreement. See **Appendices A-D** for additional eligible and ineligible costs for each program.

Eligible Project Expenses	Eligible Central Administrative Expenses	Ineligible Expenses
MCIIT will fund project-specific expenses, including, but not limited to, the following:	MCIIT will provide up to 15% of MCIIT funding for Central Administrative Costs, including, but not limited to, a proportion of the following:	MCIIT will not fund the following expenses:
Salaries and benefits for positions necessary to carry out the project	Rental space	Services, activities and products already funded by another funding body
Rent for space used directly by the project	Utilities	Budget deficits, debt reduction or organizational reserves
Outreach for the project	Telephone	Costs related to political activities
Project evaluation and audit expenses, where applicable	Supplies (e.g., printing, photocopying, postage, et cetera)	Costs related to partisan, sectarian and/or religious purposes, as defined by Canada Revenue Agency
Materials/supplies used directly to deliver the project	Project staff training and professional Development	Activities undertaken or completed before the start date of the transfer payment agreement
Project equipment, where applicable	Legal costs (Ministry approval required)	Activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code
Travel, meals and accommodation directly related to program delivery. These costs must be less than or equal to those outlined in Ontario's Travel, Meals and Hospitality Expense Directive .	Central administration and staffing Costs (e.g., IT, cleaning, HR, bookkeeping, et cetera)	Fees related to regulatory dues and membership fees (in exceptional circumstances, the Ministry may consider these fees; prior Ministry consent is required)
	Proportion of organizational audit	Profit-making activities
		Costs associated with the preparation of a proposal in response to this CFP
		Any organization or project insurance coverage, including Workplace Safety and Insurance Board (WSIB) coverage
		Participant Expenses (stipends, wage subsidies and reimbursement of participant expenses)
		Employee performance bonuses
		Employee termination and severance costs
		Expenses not directly related to the project
		Major capital expenditures such as purchase, renovation or construction of facilities
		Any overspending beyond the budgeted amounts

Evaluation Criteria

Submission Criteria

Proposals will be screened to determine whether the:

- Application is complete;
- Applicant is an eligible organization;
- Project activities are eligible.

See **Appendices A-D** for eligible activities for each program.

Proposals that do not meet all of these criteria will **not be evaluated**. Proposals meeting the three submission criteria will then be assessed on the evaluation criteria:

Evaluation Criteria

Organizational Capacity

- Applicant demonstrates experience in carrying out project activities related to the program and project priority;
- Applicant demonstrates organizational capacity through evidence of: clear governance structure, financial management and accountability procedures, human resource management systems, service delivery capacity and effective monitoring and evaluation capabilities.

Overall Approach

Demonstrated Need for the Proposed Project:

- Project activities and proposed results align with MCIIT's program objectives for each program (**see Appendices A-D for a list of program objectives**); and
- The need for the proposed project is clearly identified and supported by evidence such as relevant research results, statistical data, consultations with partners, potential beneficiaries and stakeholders, and other relevant evidence to describe the need for the proposed project.

Potential for Success:

- The proposed objectives are achievable, realistic and designed to effectively result in the proposed deliverables;
- The proposed project provides a sound delivery plan;
- The proposed project has an effective performance measurement plan, including concrete and measurable outputs and outcomes;
- Roles and responsibilities of partner organizations are clearly defined (where applicable). Attached letters from partner organizations confirm the roles and responsibilities defined in the Application; and

- The Applicant has developed an evaluation plan. In addition to an evaluation plan, please note that proposals selected for funding may also be required to engage a third-party evaluator.

Budget

- The proposed project is cost-effective and demonstrates value-for-money;
- The proposed budget is balanced and sufficiently detailed; and
- All costs as well as revenues related to the proposed project have been itemized and explained.

Evaluation Weighting Chart

MCIIT will weigh the evaluation of each proposal as follows:

Criteria	Weight
Organizational Capacity	25%
Overall Approach	50%
Budget	25%
Total	100%

Submission Instructions

A complete Application to this CFP consists of the following components:

- Completed Grants Ontario Application Form
- Completed Supplementary Attachments:
 - Additional Questions Form
 - Organization Risk Assessment
 - Conflict of Interest Declaration
 - Budget Template
 - Partner Letters (where applicable)

TIP:

Download and save your Grants Ontario Application Form and all Supplementary Attachments.

To submit a proposal, the Applicant must complete and submit the information required in accordance with the instructions set out below. The Ministry will not consider proposals that are incomplete.

All proposals must be submitted, in either English or French, through the Grants Ontario system. This system requires a computer with internet access.

Applicants must be enrolled with Grants Ontario in order to access and complete the Application. Applicants should enrol in Grants Ontario as soon as possible, as it may take up to five (5) business days for the Grants Ontario system to complete the registration and provide access to the system.

The Ministry recommends that applicants register with the Grants Ontario system at least two (2) weeks prior to the CFP submission deadline.

Organizations should refer to the Grants Ontario Applicant Registration Guide found on the Grants Ontario portal (www.grants.gov.on.ca) for instructions on how to enrol

As soon as a completed Application Form is submitted electronically through Grants Ontario, an e-mail will be sent to the main applicant contact confirming receipt of the Application. Changes cannot be made to the form once it has been submitted. If an Applicant does not receive an e-mail confirming receipt of the Application, they should follow up with **Grants Ontario Customer Service Team via Phone: 1-855-216-3090 or 416-325-6691 or by e-mail: GrantsOntarioCS@Ontario.ca.**

PART 1 - Grants Ontario Application Form

Once an applicant has enrolled in the Grants Ontario system, they will be able to apply to all available grants. By selecting the “Immigration Programs CFP” grant in the Available Grant window, the system will automatically display the Grants Ontario Online Application Form for applicants to complete and submit.

Once the Grants Ontario Online Application Form is started on-line, it may be saved at any point and returned to later.

The instructions below will provide specific guidance to applicants on how and when to complete questions (e.g. some questions may not require a response).

The Grants Ontario Online Application Form includes the following sections:

- A. Organization Information
- B. Organization Address Information
- C. Organization Contact Information
- E. Grant Payment Information
- F. Application Contact Information
- J. Partnership/Stakeholder Information
- K. LoI (Letter of Intent)
- Z. Declaration/Signing

Sections A, B, C, E and F – Organization Information, Address Information, Contact Information, Grant Payment Information and Application Contact Information

These sections are explained directly in the Grants Ontario Online Application Form. Most of the information in these sections will be pre-populated using data from the Grants Ontario enrolment process.

Section J - Partnership/Stakeholder Information

The Ministry encourages partnerships for project delivery wherever appropriate. A single Recipient must take sole responsibility for the development, implementation, reporting and evaluation of the project. The Applicant will be the single signatory to the contract and will be identified as the Recipient.

Applicants submitting proposals involving partnerships with other organizations are required to answer the following:

1. Name

Provide the name of each partner organization that will assist with delivering the proposed project.

2. Type

Select “partner” using the drop-down menu.

3. Role/Address

Specify whether each partner is an existing or new partner and describe what their roles and responsibilities to the proposed project will be. If funding is granted, the funding grant may require the Applicant to develop formal agreements with any project partners to whom funding may be flowed for the purposes of meeting project outcomes.

4. Description

Describe how your partners are involved in the planning, development, implementation and/or evaluation of the proposed project.

Applicants must attach a signed letter from each partner organization that confirms that roles and responsibilities outlined in this section.

Section K – Letter of Intent (LoI)

Please follow the instructions below for each question in this section:

1. **Project Name:** Enter the name of your proposed project. Ensure that the project name is concise.
2. **Start Date:** Enter the proposed start date for your project. Please see **Appendices A-D** for specific start and end dates for each program.
3. **End Date:** Enter the proposed end date for your project. Please see **Appendices A-D** for specific start and end dates for each program.
4. **Requested Amount:** Enter the total requested funding requested from MCIIT for your proposed project. This number should not include any in-kind contributions or funding from other sources.
5. **Target Sector:** Refers to the four programs outlined in the ‘Funding Opportunities under this CFP’ section and **Appendices A-D**. Select only one target sector from the drop-down list.
6. **Host Municipality/First Nations Community:** Enter the municipality or municipalities in which your proposed project will operate. **Applicants proposing online services that will serve all of Ontario should select ‘Not Applicable’ from the drop-down list.**
7. **Project Priority:** Refer to the project priorities outlined in the ‘Funding Opportunities under this CFP’ section and **Appendices A-D**. Select only one project priority (the most appropriate for your proposed project) from the check-boxes.

Due to character limits in Grants Ontario, project priorities will not match those in this Application Guide. Refer to the table below:

Project Priorities	
Application Guide	Grants Ontario Application Form
Core Settlement and Integration Services	Core Settlement Services
Targeted and Innovative Settlement and Integration Services	Targeted Services & Innovation
Newcomer Youth Settlement and Integration Services	Youth Settlement Services

Capacity Building	Capacity Building
Prevention of Sexual Violence and Harassment	Prevention of Sexual Violence
Municipal Immigration Information Online (MIIO)	Municipal Immigration Online
Municipal Fund – Innovative Immigration Initiatives	Municipal Innovation Fund
Online (e-Learning) Language Training	Online (e-Learning) Language
Program Delivery Enhancements	Language Delivery Enhancements
Employer Engagement	Employer Engagement
Development/adaptation of a standard, customizable, workplace culture and communication curriculum	Workplace Culture Curriculum
Investigation of career pathways/transferrable skills for related careers for internationally trained immigrants	Transferrable Skills Pathways

8. **Project Summary:** Follow the instructions listed in the Grants Ontario Application Form. Ensure that the project summary is concise.
9. **Project Description:** Follow the instructions listed in the Grants Ontario Application Form.
10. **Organization History:** Enter “N/A” in this field. (this information will be captured in a Supplemental Attachment)
11. **Organization Ability and Capacity:** Enter “N/A” in this field. (this information will be captured in a Supplemental Attachment)
12. **Rationale/Need:** Enter “N/A” in this field. (this information will be captured in a Supplemental Attachment)

Section Z – Declaration / Signing

This section is explained directly in the Grants Ontario Online Application Form. By signing the online application form and submitting it (through Grants Ontario) to the Ministry, the organization applying is formally verifying that it agrees to the following:

- a. The information given in support of this application for a grant is true, correct and complete in every respect;
- b. The applicant has read, understood and agrees to abide by the terms and conditions governing the grant outlined above and in subsequent correspondence from the Ministry;
- c. The applicant is aware that the information contained herein can be used for the assessment of the grant eligibility and for statistical reporting;
- d. The applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any Ministry or agency of the Government of Ontario;
- e. The applicant understands that the information contained in this application or submitted to the Ministry in connection with this grant is subject to disclosure under the provincial Freedom of Information and Protection of Privacy Act; and
- f. The applicant has read and understands the information contained in the application.

PART 2 - Supplementary Attachment Application Forms

Applicants must complete both the Grants Ontario Online Application Form and the Supplementary Attachment Application Forms to be considered for funding. Incomplete applications will not be reviewed.

The Supplementary Attachment Application Forms can be found on the Grants Ontario portal:
<http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/OSAPQA005153>

There are four Supplementary Attachment Application Forms:

- **Additional Questions Form**
- **Organization Risk Assessment**
- **Conflict of Interest Declaration**
- **Budget Template**

Partner Letters (where applicable) should also be attached to the Grants Ontario Application Form.

These forms must be completed and attached to your application. Applications without these documents attached will not be considered for funding.

All Supplementary Attachment Application Forms are in PDF format. Once downloaded, these forms will need to be saved on a computer or memory stick. Once the forms are completed and ready to be submitted, they will need to be uploaded as an attachment onto the Grants Ontario Application Form.

Tip:

Please refer to Appendices A-D for additional information for each program.

For instructions on how to add an attachment to the Grants Ontario Application Form, refer to the Grants Ontario System – Applicant Reference Guide (pg.20-22) found on the Grants Ontario portal (<http://www.grants.gov.on.ca>).

Applicants can view their submitted Online Application Form on the Grants Ontario System. However, we recommend that applicants keep a paper copy of their completed Online Application Form and Supplementary Attachment Application Form on file.

Only attach documents that are requested in the Application Form, providing reference to specific pages or sections of documents, as appropriate. Do not attach additional documents such as brochures, advertising materials, et cetera, unless explicitly requested in the Application Form.

Additional Questions Form

Applicants should consider the specific objectives and activities of each program when completing the Additional Questions Form. See **Appendices A-D** for detailed information on the program objectives, activities and eligible clients for each program.

Organization Risk Assessment

The Ministry assesses the organizational capacity of applicants against MCIIT standards in the following areas:

- Governance
- Financial Management
- Human Resources
- Service Delivery/Customer Service
- Planning, Evaluation and Information Management

For each area in the Organization Risk Assessment attachment, demonstrate how the Applicant meets the corresponding standards. Identify any steps the Applicant is undertaking to address weaknesses in any of the components.

Indicate where supporting documentation is available and either provide an internet link or attach it as *Supplemental Attachment – Organization Risk Assessment Supporting Documentation*. **Provide reference to specific pages or sections of documents attached as supporting evidence.**

Conflict of Interest Declaration

Complete the Conflict of Interest Declaration form, indicating all actual and potential conflicts of interest. Completed forms should be signed, scanned and attached to your Grants Ontario application in PDF format. See the 'Conflict of Interest' section of this Application Guide for more information.

Budget Template

Complete the Budget Template with all sources of proposed project revenue (MCIIT funding, funding from other sources and in-kind contributions) and all project and administrative expenses.

Applicants should provide appropriate budget notes for all project and administrative expenses in order to provide the Ministry with sufficient information to assess the proposed budget.

MCIIT will fund administrative expenses of up to 15% of total MCIIT funding. See the 'Eligible and Ineligible Expenses' section of this Application Guide. All administrative expenses must be listed as individual budget items.

Each program may have additional eligible or ineligible expenses from those listed in the 'Eligible and Ineligible Expenses' section of this Application Guide. See **Appendices A-D**.

Partner Letters (where applicable)

Applicants proposing to enter into partnerships with other organizations to deliver the proposed project must attach a signed letter from each partner organization that confirms that organization's specific roles and responsibilities in the project.

The roles and responsibilities outlined in each partner letter should match the roles and responsibilities defined in Section J of the Grants Ontario Application Form.

Application Deadline

The deadline to submit proposals is **4:00 p.m. on Thursday, October 1, 2015.**

To ensure your proposal is received by the application deadline, we recommend that you submit your proposal at least one (1) day early to avoid last-minute issues.

Questions Related to the CFP

To ensure fairness and transparency in the CFP process, all questions regarding the CFP must be submitted to MCIITCFP@ontario.ca. MCIIT will respond to all questions through a Questions and Answers document, updated regularly and made available to all applicants.

An initial Questions and Answers document will be posted on the day this CFP is released. Additional questions will be compiled and answers posted on Grants Ontario. Responses will be posted:

- Tuesday, September 1, 2015
- Tuesday, September 8, 2015
- Tuesday, September 15, 2015
- Tuesday, September 22, 2015

The deadline for submitting questions is Tuesday, September 15, 2015.

CFP Service Standards

Applicants will receive immediate notification that submissions have been received by the Grants Ontario system.

Applicants will be notified of application results or provided with a status update within 12 weeks of the application deadline. The Ministry will provide Applicants with an opportunity to request feedback on proposals not selected for funding.

All Applicants making a submission will be invited to complete a client satisfaction survey on the Application process.

Additional Information for Applicants

Contract with Ministry

Successful applicants will be required to enter into a formal transfer payment agreement with the Ministry.

Project Partnerships

Applications must be submitted by a single applicant. The Ministry encourages partnerships for project delivery wherever appropriate. For the purposes of the Application and subsequent funding contract with the Ministry in the event of a successful Application, a single Recipient must take sole responsibility for the development, implementation, reporting and evaluation of the project. The Applicant will be the single signatory to the contract and will be identified as the Recipient.

If funding is granted, successful applicants may be required to develop formal agreements with any project partners to whom funding may be flowed for the purposes of meeting project outcomes.

French Language Services Act

Applicants must adhere to the *French Language Services Act* (1986). For more information about the *French Language Services Act* (1986) and designated areas, see <http://www.ontario.ca/laws/statute/90f32>.

No Commitment to Fund

The application process will not necessarily result in a funding commitment to any Applicant. Furthermore, the Ministry reserves the right to award funding through processes other than this application process. MCIIT shall not be liable for any expenses incurred by any Applicant, including the expenses associated with the cost of preparing the Application.

Privacy and Personal Information

Applicants must be mindful of their obligations under relevant legislation when preparing and implementing their grant and evaluation proposals to ensure they comply with all requirements of law, including but not limited to all obligations with respect to the collection, protection, use and disclosure of personal information.

The Applicant is responsible for complying with, and ensuring their partners and evaluator comply with, all ethical and legal requirements relating to privacy, confidentiality and security of the information, including the obligation under any funding agreement that may be entered into, when carrying out their activities in connection with the proposed project, including but not limited to all evaluation and reporting activities.

Grant recipients will be expected to ensure the necessary rights are obtained to use the data and information as outlined in this Application Guide and any funding agreement that may be entered into.

Rights of the Ministry

In submitting an application, the applicant is deemed to have acknowledged that the Ministry or its designate may:

- Communicate directly with any Applicant or potential applicants;
- At its sole discretion, accept applications for consideration that are not strictly compliant with the requirements outlined above;
- Verify with any Applicant or with a third party any information set out in an application;
- Make changes, including substantial changes, to this Application Guide and related documents including the application form by way of new information on the designated website;
- Cancel this Application and Call for Proposal process at any stage of the application or evaluation process;
- Reject any or all applications in its sole and absolute discretion; and
- Fund legal entities for similar projects regardless of whether these entities have submitted an application in response to this Application Guide.

Applicant Not to Communicate with Media

An Applicant shall not at any time directly or indirectly communicate with the media in relation to this application process or any legal agreement in relation to this Application without first obtaining the written consent of MCIIT. MCIIT may refuse to consider an Application from an Applicant or may rescind a grant awarded to an applicant who has such communication without its written consent.

Freedom of Information and Protection of Privacy Act

Applicants should be aware that the Province is bound by the Freedom of Information and Protection of Privacy, R.S.O. 1990, c.F.31, (www.ipc.on.ca/index.asp?navid=73) as amended from time to time and that any information provided to the Province in connection with their application may be subject to disclosure in accordance with the requirements of that Act. Applicants are advised that the names and address of organizations receiving grants plus the amount of the grant awards, and the purpose for which grants are awarded is information made available by the Ministry to the public.

Conflict of Interest

All applicants are required to complete and attach a Conflict of Interest Declaration form to submissions.

The Conflict of Interest Declaration form can be found on the Grants Ontario portal:

<http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/OSAPQA005153>

“Conflict of Interest” includes, but is not limited to, any situation or circumstance where the Applicant, or any of its respective advisors, partners, members, directors, officers, employees, agents and volunteers has:

- a) An unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage;
- b) Other commitments, relationships or financial interests that:
 - (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or
 - (ii) could or could be seen to compromise, impair or be incompatible with the effective carrying out of its proposed project;
- c) Used confidential information of the Ministry without the Ministry’s written consent; or
- d) A direct or indirect financial benefit from the carrying on of the project.

Applicants must disclose any actual, potential or perceived Conflict of Interest by completing and submitting the Declaration of Conflict of Interest, which is included as a separate attachment.

Applicants who, in the sole opinion of the Ministry, are determined to have a Conflict of Interest may be ineligible for funding.

APPENDIX A

Newcomer Settlement Program

Overview

The objective of the Newcomer Settlement Program (NSP) is to support the successful settlement and integration of newcomers through the provision of targeted quality services. The ultimate goal of the program is to help newcomers integrate successfully and become fully engaged in the social, cultural, civic and economic life of Ontario.

The NSP provides funding for direct delivery of settlement and integration services, including services tailored to the needs of high priority groups, and initiatives that build sector capacity and promote service innovation.

The NSP prioritizes service delivery to underserved populations, particularly newcomers who are not eligible for federally-funded settlement services. To address service gaps and support the 5 percent francophone immigration target set out in Ontario's Immigration Strategy, the NSP also seeks to improve access to, and quality of, settlement services for francophone newcomers.

The NSP has the following project priorities:

Settlement and Integration Services

1. Core Settlement and Integration Services
2. Targeted and Innovative Settlement and Integration Services
3. Newcomer Youth Settlement and Integration Services

Sector Development

1. Capacity Building
2. Prevention of Sexual Violence and Harassment

Applicants can submit proposals for each of the project priorities listed above. A separate proposal must be submitted for each project priority.

Eligible Organizations

Standard MCIIT organization eligibility applies. Please see the *Organization Eligibility Criteria* section in the Application Guide.

Funding Dates

In general, NSP funding for will be awarded for up to two years, **ending March 31, 2018.**

Proposals for Newcomer Youth Settlement and Integration Services should anticipate a start date in **late Fall 2015.**

Eligible Activities

The NSP provides funding for direct delivery of settlement and integration services, including services tailored to the needs of high priority groups, and initiatives that build sector capacity and promote service innovation.

Settlement and Integration Services

There are three project priorities under Settlement and Integration Services:

1. Core Settlement and Integration Services

Core Settlement and Integration Services will provide newcomers with timely, accessible and relevant settlement information and support to help them make informed decisions and settle successfully in Ontario.

Eligible activities include, but are not limited to:

- Conducting needs assessment and developing appropriate individualized settlement plans;
- Providing information about the range of community and government services available to meet clients' needs;
- Delivering orientation supports to help clients learn about key features of Canadian life and culture and integration supports. This can include delivery of standardized orientation sessions to help newcomers settle in their community;
- Helping clients deal with integration and transition challenges, navigate immigration processes, develop social connections and connecting to volunteering opportunities, professional networks and community activities;
- Referring and linking clients to other community services, resources and opportunities; and
- Developing partnerships and coordinating service delivery with other service providers and institutions to respond effectively to client and community needs.

Services can be provided in multiple formats including one-on-one and/or in group format such as through orientation and information sessions, workshops and other group activities, or online.

2. Targeted and Innovative Settlement and Integration Services

Targeted and Innovative Settlement and Integration Services can be tailored to improve access to, and quality of, service for vulnerable and underserved newcomer populations that experience additional challenges and complex integration barriers. These services can enhance and complement

existing services, and can include targeted and innovative service delivery to specific newcomer groups (e.g., international students) and the delivery and coordination of pre-arrival and in-land settlement services. The NSP will support a selected number of innovative and targeted services and projects to test and evaluate models with potential for replication in other communities or organizations.

Proposals for targeted service delivery models must:

- Address gaps in the existing continuum of settlement services;
- Be designed to meet the specific needs of vulnerable populations and facilitate the provision of wrap-around services through improved linkages with other services;
- Provide a detailed description of the features of the proposed program and the outcomes it seeks to achieve, including identification of targeted clients, a clear rationale for the proposed program or service, and how it responds to the identified service gaps and community needs; and
- Identify and clearly outline performance measures and indicators that will be used to evaluate the program's success and impact for the target group.

3. Newcomer Youth Settlement and Integration Services

Newcomer Youth Settlement and Integration Services will support the settlement and integration needs of at-risk newcomer youth through the provision of targeted and culturally-appropriate services and programs that promote youth engagement opportunities.

Eligible activities include, but are not limited to:

- Support to help newcomer youth cope with transition issues;
- Orientation, information, referrals and support programs for newcomer youth;
- Leadership and skill development, training and mentorship;
- Intergenerational bridging supports for youth and their families;
- Community-based events to promote social integration and inclusion, including cultural or recreational programming; and
- Additional supports for vulnerable newcomer youth who experience complex integration barriers.

Sector Development

Sector Development projects build the capacity of the settlement sector to effectively support the diverse needs in newcomer communities.

There are two project priorities under Sector Development:

1. Capacity Building

Building sector capacity by creating opportunities for service providers to develop new knowledge, skills, tools and resources; adopt technologies and promising practices; or conduct research to support delivery of high quality programs and services for newcomers.

2. Prevention of Sexual Violence and Harassment

Increasing the capacity of service providers to support newcomer women who are victims of sexual violence and raising awareness about sexual violence and harassment and prevention within newcomer communities.

The Ministry is inviting proposals that support the implementation of the government's *Action Plan to Stop Sexual Violence and Harassment* released in March 2015. The Ministry will support a province-wide initiative that will:

- Develop multilingual awareness resources for dissemination to newcomer communities across Ontario; and
- Develop and deliver training to settlement sector service providers, promote adoption of best practices and enhance coordination between the settlement and violence against women sectors.

Eligible Clients

NSP-funded services have flexible client eligibility criteria and are open to permanent residents, convention refugees, naturalized Canadians, refugee claimants, international students, Temporary Foreign Workers, and approved Ontario Provincial Nominees.

NSP-funded services should give priority to clients who are not eligible for federally-funded settlement services.

Eligible and Ineligible Expenses

Standard CFP eligible and ineligible expenses apply. See *Eligible and Ineligible Expenses* section for more information.

Performance Indicators

Proposals must include clearly defined performance measures and indicators of success that are aligned with stated project objectives and indicate how they will be measured to determine whether the activities funded result in positive outcomes.

Service providers will be required to collect service data and report, at a minimum, on the following:

- Qualitative and quantitative data related to the activities funded, which may include client profile, service and financial data and client surveys.
- Output measures, including number of: unique clients served, type of services delivered, online metrics, where appropriate.
- Outcome measures to help evaluate service effectiveness. Measures will vary depending on

the type of service or activity funded. In some instances, service providers will be required to follow a standardized approach to measure the success of programs and services.

APPENDIX B

Municipal Immigration Program

Objectives

The Ministry works with Ontario's municipal governments to provide newcomers with pre- and post-arrival information on where and how best to settle in Ontario, as well as on how to prepare to move to a particular municipality.

The Municipal Immigration Program includes two project priorities:

1. Municipal Immigration Information Online (MIIO)
2. Municipal Fund – Innovative Immigration Initiatives

1. Municipal Immigration Information Online (MIIO)

The Municipal Immigration Information Online (MIIO) project priority seeks to increase the online capacity, resources and information provided to newcomers by Ontario's municipalities. MIIO funding enables municipalities to develop dedicated immigration websites and online tools which:

- Present information about local services for newcomers;
- Highlight local opportunities for newcomers to live, work and study; and
- Assist local employers and businesses to recruit and retain skilled immigrant workers to help meet their communities' labour force needs.

2. Municipal Fund – Innovative Immigration Initiatives

The Municipal Fund – Innovative Immigration Initiatives project priority supports municipal best practices pilot projects in immigrant attraction, settlement and integration that align with the objectives of Ontario's Immigration Strategy.

Eligible Organizations

1. Municipal Immigration Information Online (MIIO)

Only Ontario municipalities with completed Phase One projects (live municipal immigration web portals) funded under the MIIO program are eligible to apply for funding.

New municipal partners may be considered in the event that funding is available.

2. Municipal Fund - Innovative Immigration Initiatives

All incorporated municipalities of Ontario, which are recognized as such by the Association of Municipalities of Ontario, are eligible to apply to the Municipal Fund.

Funding Dates

Successful applications for funding should anticipate a start date **in January 2016**. The proposed end date for all projects must be **no later than March 31, 2017**.

Eligible Activities

1. Municipal Immigration Information Online (MIIO)

- Development of relevant web-based content, tools and/or applications designed to support and inform newcomers and prospective immigrants to Ontario.
- Applicants must clearly explain how the proposed initiative will directly improve a current MIIO website through an expansion of content, and/or functionality, and/or applications, and/or tools.
- Enhance the information/services available on the web portal by working with relevant local stakeholders (including, Francophone communities, employers, education and training institutions, settlement service providers, employment services providers, as appropriate) to identify available services and existing infrastructure for newcomers.

Municipalities receiving funding must commit to:

- Support the municipal immigration portal (i.e., content updates, user support and hosting) beyond the term of a funding agreement with the Government of Ontario.
- Align municipal immigration portal information with information and referral services for newcomers available through Ontario's immigration portal (Ontarioimmigration.ca).
- Work with other funded municipal projects during the life of the funding agreement to share resources, tools and outputs produced with Government of Ontario support.

2. Municipal Fund – Innovative Immigration Initiatives

Proposals must be for innovative, non-duplicative, and cost-effective pilot projects that benefit both the municipality and immigrants by:

- Adapting a best practice from another jurisdiction;
- Developing a new resource or partnership model;
- Implementing a new use of technology or media;
- Creating a new delivery mechanism;
- Bringing together local stakeholders or experts in a new way; and/or
- Strategic planning or outreach for the purposes of developing local immigration policy

frameworks which are based on local economic development objectives, and feature a clear plan for implementation.

Proposed projects must focus on one or more of the following themes:

- Attraction and Selection, which could include:
 - Innovative projects that support Ontario communities and local employers in attracting immigrants to communities and/or leveraging the immigrant selection system;
 - Effective and informative mechanisms for promoting Ontario as an attractive destination for immigrants and attracting immigrants to regions/municipalities;
 - Increased support for employers to recruit, select and welcome immigrants and international students. (Note: projects that address recruitment, selection and welcoming immigrants should be aligned with the direction of federal and provincial immigration policies and programs).
- Settlement and Integration, which could include:
 - Innovative projects that support immigrant settlement and integration into communities, and include economic integration that spans the continuum of immigrant integration (i.e., pre-arrival to settlement);
 - Enhancement of existing or development of new information and referral sources/mechanisms to support the successful integration of immigrants into the workplace and the community.
- Welcoming Communities, which could include:
 - Innovative projects that promote the value of diversity and Ontario communities as welcoming and inclusive destinations;
 - Increasing the visibility of Ontario communities as inclusive, including the active participation of immigrants in local issues and activities, and increasing the awareness of the economic and nation-building value of immigration.
- International Connections

As part of the Ministry's international trade mandate, additional consideration will be given to projects that demonstrate efforts to build global connections and enhance the export capacity of Ontario businesses. Examples of relevant initiatives could include:

- Providing opportunities for local businesses to network with Ontario's ethnic communities in order to tap into their connections to international markets;
- Gathering evidence that demonstrates how local businesses are benefitting from the international knowledge, experience and networks of a diverse workforce; and
- Targeting immigrant attraction, selection, settlement and integration activities with a particular focus on growing the international export potential of local businesses.

Projects dependent upon any online/internet technology components must clearly indicate the technology solutions being used. Preference may be given to projects using open source technology solutions.

Eligible and Ineligible Expenses

In addition to the standard CFP eligible and ineligible expenses, as outlined in the *Eligible and Ineligible Expenses* section of the Application Guide, the Ministry will not provide funding for:

- Costs (salary or otherwise) related to regular immigration portal maintenance and administration;
- Capital costs (some exceptions may be permissible, such as required software licenses, if identified at the proposal stage); and
- Marketing and promotional costs (e.g., radio or print advertisements, billboards, etc.).
- Projects requiring users to pay a fee.

Performance Indicators

Performance indicators under both project priority areas will vary depending on the nature of the project. Applicants must clearly define performance indicators that are aligned with stated project objectives, and must indicate how they will be measured.

APPENDIX C

Adult Non-Credit Language Training Program (ESL/FSL)

Objectives

The objective of the program is to help newcomers acquire official language skills for successful social and economic integration.

The Adult Non-Credit Language Training Program supports the delivery of English and French language training (ESL/FSL) through Ontario school boards to adult immigrants whose first language is not English. The Language Training Program also supports language assessment and referral services through the Coordinated Language Assessment and Referral System (CLARS).

This is a targeted Call for Proposals to enhance the Adult Non-Credit Language Training Program and the Coordinated Language Assessment and Referral System (CLARS).

Delivery of the Adult Non-Credit Language Training Program (ESL/FSL) and language assessment and referral services through the Coordinated Language Assessment and Referral System (CLARS) are not included in this call for proposals.

Applications will be accepted under two project priorities:

1. Online (e-Learning) Language Training
2. Program Delivery Enhancements

Applicants may submit a proposal for one or both project priorities. Proposals covering both priorities should be submitted under the Online (e-Learning) Language Training project priority.

MCIIT encourages projects that build from or enhance existing resources including those developed through previously funded MCIIT calls or accessed from other jurisdictions or Tutela.ca.

Eligible Organizations

Standard MCIIT organization eligibility applies. Please see the *Organization Eligibility Criteria* section in the Application Guide. In addition, applicants must:

- Demonstrate experience in the development and delivery of online adult education programs and resources, where applicable
- Demonstrate capacity to develop learner materials or deliver language training aligned to the

Canadian Language Benchmarks (CLB/NCLC) Framework

Funding Dates

Successful applications for funding should anticipate a start date **in late Fall 2015**. The proposed end date for all projects must be **no later than March 31, 2018**.

Eligible Activities

1. Online (e-Learning) Language Training

This project priority aims to support development, piloting and testing of online language training and related tools and resources to support its delivery. Current language training programming is almost exclusively offered in a face-to-face classroom setting, with limited integration of online or IT-based learning. This area focuses on strategies that directly support and promote learning in an online environment.

Projects must observe the operational requirements of the Adult Non-Credit ESL/FSL Program and remain aligned to the Canadian Language Benchmarks (CLB) framework.

Eligible activities include, but are not limited to:

- Development of online language proficiency tools
- Development and pilot testing of e-learning courses which could include self-directed, instructor-led, or a hybrid model of online training.
- Online professional development for instructors focusing on e-learning
- Learner Management System (including both online course resources and learners)
- Maintenance / enhancement / hosting of existing or newly developed online resources

2. Program Delivery Enhancements

This project priority aims to build the capacity of the Adult Non-Credit Language Training Program by promoting service innovation, developing tools and resources and adoption of promising practices that will help to identify and address:

- Broader learner or instructional staff needs;
- Gaps and opportunities in language training delivery or assessment and referral, in the ESL or FSL program, or both.

All proposed enhancements must be aligned to the Canadian Language Benchmarks (CLB/NCLC) framework, where applicable.

Eligible activities include but are not limited to:

- Development of Canadian Language Benchmarks (CLB/NCLC)-based tools and resources to support ESL or FSL program delivery;
- Resources or approaches supporting language assessment, including in-class for ESL and/or FSL
- Development and delivery of capacity building resources or opportunities for program

- instructors and program administrators/coordinators/managers in ESL and/or FSL
- Development of resources / tools and piloting to address service gaps for special populations such as International Students, Temporary Foreign Workers, and Multi-barrier learners.

Submissions proposing the development of FSL specific resources are encouraged.

Eligible Clients

Learners currently eligible for Adult Non-Credit Language Training Program include adult immigrants who are: refugee claimants, convention refugees, permanent residents, naturalized Canadians, approved Ontario Provincial Nominees, and live-in caregivers. Projects under this CFP will also consider international students and Temporary Foreign Workers.

Eligible and Ineligible Expenses

Standard CFP eligible and ineligible expenses apply. See *Eligible and Ineligible Expenses* section for more information.

Performance Indicators

Performance indicators under this project priority area will vary depending on the nature of the project. Applicants must clearly define performance indicators that are aligned with stated project objectives, and must indicate how they will be measured.

APPENDIX D

Ontario Bridge Training Program (OBTP)

Objectives

The Ontario Bridge Training Program supports the transition of skilled immigrants into Ontario's labour market at a level commensurate with their skills and experience.

To continue to improve the foreign qualification recognition of internationally-trained immigrants, the Ministry is seeking systemic change proposals in the following project priorities:

1. Employer Engagement
2. Development/adaptation of a standard, customizable, workplace culture and communication curriculum
3. Investigation of Career Pathways/Transferrable Skills for related careers for internationally trained immigrants

1. Employer Engagement

Employer Engagement projects work with employers (either within a sector or cross-sectoral) to:

- Promote the skills that internationally trained immigrants bring to Ontario's workforce;
- Promote the benefits of hiring immigrants, or
- Provide employers with tools and training to enable them to effectively recruit, hire, integrate, retain and make use of the global connections of internationally trained immigrants.

2. Development/adaptation of a standard, customizable, workplace culture and communication curriculum

The purpose of this project priority is to develop/adapt a core workplace culture and communication curriculum that can be modified or customized for specific sectors/occupations. The Ministry intends to make the core curriculum available to all organizations delivering services to newcomers. The core curriculum should provide appropriate workplace culture and communications training to internationally trained immigrants at CLB level 6 and higher.

In addition, the curriculum should be:

- Designed with both in-person and online delivery in mind
- Available in both English and French
- Customizable for both regulated and non-regulated occupations

The goal is to develop a standard curriculum package that can be incorporated into/combined with other service offerings, such as employment services, occupation-specific language training or post-hire supports.

The curriculum development process must include consultation with both employers and newcomers.

3. Investigation of career pathways/transferrable skills for related careers for internationally trained immigrants

The purpose of this project priority is to investigate Career Pathways/Transferrable Skills for related careers for internationally trained immigrants that would enable them to employ their previous skills, education and experience in a related occupation/sector at a commensurate level of employment in Ontario.

Projects will investigate the development of information and referral services and training for alternative/related careers in the same occupation/sector. The final report of the proposed project should function as a starting point for potential future development of tools and training.

Projects should include meaningful input and participation from employers in the occupation/sector for the suggested alternative/related career option(s).

Eligible Organizations

Standard MCIIT organization eligibility applies. Please see the *Organization Eligibility Criteria* section in the Application Guide.

Funding Dates

Successful applications for funding should anticipate a start date **in late Fall 2015**. The proposed end date for all projects must be **no later than March 31, 2017**.

Eligible Activities

1. Employer Engagement

Employer Engagement activities can include:

- Compilation, research and evaluation of existing employer engagement tools and training, along with research to identify existing gaps in employer knowledge and tools for recruiting, hiring, integrating and retaining internationally trained immigrants;
- Development of tools and training to engage employers in a specific occupation/sector;
- Dissemination/delivery of existing tools/training to new geographic areas, where needed;
- Initiatives to identify, share and promote employer best practices with regards to effective

- recruitment, hiring, integration, and retention of internationally trained immigrants;
- Initiatives to build industry partnerships with skilled immigrant service providers and/or expand employer participation in networking, mentoring, job shadowing, internship, workplace training or other labour market integration programs for newcomers;
- Initiatives to develop industry awareness of skilled immigrants in fields with higher demand in rural/northern communities in Ontario;

2. Development/adaptation of a standard, customizable, workplace culture and communication curriculum

Activities include:

- Research into existing workplace culture and communications training to identify best practices;
- Consultation with employers and internationally trained immigrants to determine curriculum requirements;
- Development of core workplace culture and communications training that can be customized for specific occupations/sectors;
- Development of tools/guide to facilitate occupation/sector-specific customization;

Proposals to pilot proposed workplace culture and communication curriculum will not be considered.

3. Investigation of career pathways/transferrable skills for related careers for internationally trained immigrants

Activities can include:

- Determining which existing skill/competencies sets internationally trained immigrants trained in a specific field may possess,
- Identifying transferrable skills, and mapping those skills onto alternative/related careers in a related sector;
- Determining what additional gaps/barriers may still need to be addressed to transition into an alternative/related career in a related sector;
- Proposed program design to address these gaps/barriers through targeted training; and
- Engagement of employers to validate transferrable skills and targeted training.
- Identifying evidence-based approaches for career counselling with internationally trained immigrants.
- Identifying the specific needs of internationally trained immigrants, including the need to develop a new sense of professional identity.

Eligible and Ineligible Expenses

Standard CFP eligible and ineligible expenses apply. See *Eligible and Ineligible Expenses* section for more information.

Performance Indicators

Performance indicators under each project priority area will vary depending on the nature of the project. Applicants must clearly define performance indicators that are aligned with stated project objectives, and must indicate how they will be measured.

1. Employer Engagement

(at least one of the following):

Number of employers in the sector who were directly engaged by the project

Number of tools developed for a specific occupation/sector

Number of tools adapted for use in a new geographic area

2. Development/adaptation of a standard, customizable, workplace culture and communication curriculum

Possible indicators could include one or more of the following:

Number of employer and other key stakeholders who were directly engaged by the project

Number of internationally trained immigrants who were directly engaged by the project

Number of curriculum components developed

3. Investigation of career pathways/transferrable skills for related careers for internationally trained immigrants

Possible indicators could include one or more of the following:

Number of employer and other key stakeholders who were directly engaged by the project

Number of tools developed for a specific occupation/ sector

Number of tools adapted for use for a particular occupation/sector